

ACADEMIC COUNCIL

February 9, 2023

Meeting Minutes

Attendees: N. Arnone, V. Beache, L. Bird, K. D’Ambrisi, K. Hammond, M. Hendrickson, L. Montgomery, D. Poole, C. Ranalli, L. Renninger, R. Rohan, E. Schwartz, D. Warner

Excused: D. Schoenenberger

Guest: N. Kennedy

Minutes submitted by L. Bird

Welcome

Dr. Warner welcomed Dr. Ranalli as the new member of Academic Council starting in January. Dr. Ranalli said she was excited to be part of the council and the conversation as we ramp up to the Middle States visit.

Reflection

“Patience is not about how long you wait, it is about how well you behave while you are waiting.” – Anonymous

Approval of Minutes

Director Montgomery motioned to approve the January 26th minutes and Director Hammond seconded the motion. The minutes were approved as written.

Special Guest: Natalia Kennedy, Director of Title III Grant

Dr. Warner explained that all members will be working with N. Kennedy over the next five years as part of the Title III Grant. Introductions were made. She has experience at four-year institutions and HCC is her first two-year institution. Dr. Warner stated that she will be invited back to Academic Council from time to time.

Enrollment Update

The spring 2023 enrollment headcount is down, but the FTE count is up. A lot of work remains to be done to get enrollment back up to pre-COVID enrollment. WSCE enrollment is doing great. New credit programs may be added to get out of the enrollment decline.

Dean of Instruction Update

Dr. Renninger shared information about the Curriculum Committee. Course title changes can be addressed at the April meeting, but not any major program changes. She also explained that it would be very helpful to submit Curriculum Committee documents earlier – especially if there are multiple documents that need to be reviewed.

She shared a draft copy of the “Five-Year Program Review Template for Hagerstown Community College: 23-24.” A cycle needs to be developed to get all programs in the review process. The document is not ready for distribution. An external reviewer may be hired. The review will not start until next year. Dr. Ranalli and her team could come to an Academic Council meeting to discuss any data needs. Dr. Warner stated that Dr. Ranalli and her team will need good definitions of the data that is needed. Some data can be found in PIE’s “Fact Book 2021-2022.” He also explained that the directors should be honest about faculty needs when completing the template. Dr. Renninger is going to give some thought to separating out ECAP

(formerly ESSENCE) data. There was some discussion about reviewing the gen ed program. The goal is to determine if a program is doing what it is supposed to be doing (e.g., outcomes met, number of graduates, etc.). Not the financial rate of return. Dr. Hendrickson requested that the faculty and/or director be able to provide context in addition to the external reviewer. Dr. Renninger requested that Dr. Hendrickson revise Part 5 of the template. There will be clarification at the next meeting on various points. There will be more drafts. A timeline will need to be developed. Directors were asked to review the document and bring back any thoughts to the group to discuss.

The “Adjunct Faculty Minimum Credentials” piece was well received by Dr. Willow of WCPS. Dr. Warner is asking for patience as there is a lot going on.

Dr. Warner recognized Dr. Renninger and her team for their work with Ad Astra.

Dean of Distance Learning Update

Dean Beache reminded everyone, that Peter Mathews replaced Peggy Hutson as the head of Learning Technology when she retired on January 31st. Peter’s new title is the Audio-Visual Technology Manager.

Linda Cornwell recently sent out an invitation for the Teaching in the Community College (TICC) professional development workshop to all adjuncts. If any division directors know of an adjunct that would benefit from this new workshop, have them contact Linda Cornwell to participate.

Dean Beache will be sharing information with all faculty, about the new course prep directive. Dr. Warner’s email was only sent to full-time faculty, we will need to ensure adjuncts are also aware of the new D2L site expectations.

- The Distance Learning team will be responsible for monitoring individual D2L sites, to ensure they meet the predetermined parameters.

There was a question as to whether the new course prep expectations applied to ECAP (formerly ESSENCE) adjuncts. Dr. Warner’s response was that they apply to all courses.

- It was mentioned that not all ECAP adjuncts use D2L, so that problem will need to be resolved.
- Training may need to occur for those adjuncts, and there will not be any additional pay for adjuncts to take the training.
- Dr. Warner agreed that the expectations will start with Maryland ECAP schools, and could eventually extend to the Pennsylvania schools.

Dr. Warner mentioned that there will be a meeting with WCPS on February 14 to discuss the MOU.

- The MOU currently does not cover non-ECAP adjuncts.
- It does state that ECAP adjuncts must participate in SLOA, attend adjunct dinner, etc.
- It was requested that D2L training also be added as a requirement within the MOU.

Dr. Warner will review the current MOAs (memorandum of agreement) that are emailed to adjuncts, and will determine if changes need to be made. He will bring a draft of each agreement back to Academic Council for approval.

Faculty Assembly Chair Update

Dr. Schwartz explained that he did not have anything specific to discuss. There will be an executive committee meeting today. He elaborated that there has been some pushback on the D2L site expectations. Other topics were Kirwan Blueprint, Middle States process and collective bargaining.

Dr. Warner explained that if faculty would like to change the start date of their normal faculty work year, a formal action will need to be taken in order for him to make it official.

Kirwan Update

Dr. Warner stated that things are moving fast and that there is a lot of anxiety. He will share answers as they become known. Once the MOU is signed, things will be shared. WCPS is to provide information by March 10

as to how many sections will be needed. Dr. Warner asked for patience and willingness to engage with WCPS personnel and to keep him in the loop.

He does not know what is happening with AP courses. He felt that credit would be given if the course aligns with an HCC course. Directors and program coordinators are expected to know the outcomes of courses.

No date has been determined for the spring meeting with WCPS.

Directors have the hiring authority for all adjuncts, including ECAP.

WCPS does not have a textbook review policy.

Unit Planning Goals

Dr. Warner reminded his direct reports that Unit Planning Goals are due March 1. He requested to be copied on their submissions or to send a copy to him. Reference documents are the Academic Affairs Strategic Plan and the Title III Grant.

Promotion and/or Tenure

The due date for promotion and/or tenure portfolios is tomorrow (February 10). Some divisions have requested extensions.

Academic Program Fact Sheets

The HCC spring 2023 Open House is Saturday, April 1 from 10 am-12 pm in the AC&T Student Center. Directors were asked to review their fact sheets and make any needed revisions. Send changes to Beth Kirkpatrick and she will ensure new/revised fact sheets are printed.

Outstanding Adjunct Faculty Luncheon

The luncheon will be held March 22, from 12:00-1:30 pm in STC-182. Nominee talking points will be needed.

Positions / Vacancies

- A new full-time Nursing faculty member will start fall 2023
- Diagnostic Medical Sonography degree submitted to MHEC; need 1 or 2 faculty and space

Other/Announcements

- Next meeting will be February 23 from 9-11 am in STC-182
- April 1 is the deadline for full-time faculty to inform the college they will be retiring
- Ticketing opened early for Chicago musical – 48 tickets sold

Future Meetings

February 23, 2023
March 9, 2023

March 23, 2023
April 6, 2023

April 20, 2023
May 4, 2023

cc: J. Klauber, H. Soeffker-Culicerto, C. Ohl-Gigliotti, C. Ranalli, B. Kirkpatrick, faculty, division office associates